COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive 10-2, *Readiness.* It explains unit and individual responsibilities for the prompt recall of personnel during times of increased readiness. It describes the system for reporting unit recall progress to the Personnel Readiness Center (PRC) and sets up the structure for the initial 52d Fighter Wing's (FW) Alert and Recall Plan. It applies to all Air Force military personnel assigned to units at Spangdahlem Air Base, including tenants. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authorization to collect and or maintain the records prescribed in this publication is 10 U.S.C. 8013 and Executive Order 9397. Forms affected by the Privacy Act have an appropriate Privacy Act Statement. System of records notice F011 AF A, Locator, Registration and Postal Directory Files applies. This instruction applies to all units assigned to Spangdahlem Air Base. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This instruction adds paragraph **3.3.**, Communications-Outage (COMM-OUT), **Attachment 3**, Comm-Out Procedures, and **Attachment 4**, Standard Format for Recall Rosters. This instruction removes **Attachment 2**, Unit Strength Report Worksheet and replaces it with Sample Recall Message, to uphold COMSEC requirements.

1. Recall Policy. The 52 FW must have the capability to advance its readiness posture rapidly under varied degrees of warning, with sufficient personnel to do its wartime taskings. Any declaration of increased

readiness by North Atlantic Treaty Organization or United States authorities will require tasked personnel to respond and report to their wartime duty sections.

2. Terms Explained:

2.1. PRF: Personnel Readiness Function (becomes the Personnel Readiness Center (PRC) during wartime/exercise only).

2.2. A-Hour: The time the base-wide recall started.

2.3. Personnel Authorized: The number of personnel authorized for your unit (use PC-III or locally developed databases).

2.4. Personnel Assigned: The number of personnel assigned to your unit (use PC-III or locally developed databases).

2.5. Personnel Available: The number of personnel assigned minus personnel excused.

2.6. Personnel Excused: Total number of personnel on leave, TDY, or other, i.e. medically excused, hospitalized, separated, or PCSd who have not dropped from unit rolls at the beginning of the alert period (*NOTE:* For local exercises, personnel on authorized pass may be recalled, if available, and may be released after reporting to their duty section).

2.7. A-Hour Figure: Those personnel, who have physically reported for duty, were on duty when the recall was initiated, or have been accounted for per unit directives (i.e. notified by telephone).

2.8. Key Positions: Those functions or personnel who must be in place from the start of increased readiness to execute wartime taskings as designated by the unit commander.

2.9. Personal Mobility Bag: Personal clothing requirement to last for a minimum of 30 days (see SPANGDAHLEMI 10-403, *52 FW Installation Deployment Plan*, for recommended clothing).

2.10. Unit Control Centers (UCC): Offices designated in the unit to track and report unit strengths to Group UCC.

2.11. Group Control Centers (GCC): Office designated in the group to report group strengths to the PRC via telephone, STU-III, or runner. Personnel must be designated by letter to 52 MSS/DPMDX with appropriate phone numbers.

3. How Recalls Are Initiated. The 52 FW Commander, through the Wing Operations Center (WOC or Command Post), initiates all base recalls. The 52 FW Commander will direct either a wing ALPHA, BRAVO, or COMM-OUT recall. The Senior Battle Staff (group commanders) will then initiate a recall within their respective groups. The 52 FW Commander may direct the WOC to use all practical means to enhance response capability, such as base public address system, telephones, and runners. In the event of a COMM-OUT recall the command post will inform the security forces control center of the situation by any means available and obtain runner support (one patrol car on Spangdahlem AB and one patrol car on Bitburg Annex). This support will consist of notifying no less than six key personnel on base.

3.1. ALPHA Recall. Requires all units to initiate a recall with 100% notification and accountability. All assigned personnel must physically report for duty as soon as possible. Personnel will immediately report to their assigned alert duty section carrying field gear to include: canteen, web belt, helmet, gas mask, and ground crew chemical defense ensemble (GCE). If you do not have the real-world field gear, it will be issued by supply mobility section prior to each deployment. Personnel will

hand-carry personal mobility bags as directed by the commander. The PRC and all UCCs will stand up immediately upon notification of an ALPHA recall. Units must report 100% notification and accountability no later than A-Hour + 3.

3.2. BRAVO Recall. Requires all units to initiate a recall with 100% notification and accountability. Selected personnel in "key positions" (as designated by the squadron commander) must report for duty as soon as possible. Personnel not in "key positions" must be notified and accounted for but will remain in quarters until required to report to duty (either at their regular duty time, or a specific time indicated during the recall). In all cases, personnel will report to their assigned alert duty section carrying field gear to include: canteen, web belt, helmet, gas mask, and GCE. Personnel will hand-carry personal mobility bags as directed by the commander. The Wing Commander will decide if the PRC, UCCs and GCCs will stand up for formal wing accountability**.**

3.3. Communications-Outage (COMM-OUT). A COMM-OUT recall is implemented whenever the wing sustains an overall communications failure or if the nature of the threat and the need for security dictate a communications outage. A COMM -OUT recall involves groups and subordinate units running their pyramid recall rosters with the individuals walking or driving to the next individual's residence to pass the recall. A COMM-OUT could be used in conjunction with an ALPHA or BRAVO recall (see **Attachment 3** for COMM-OUT procedures).

4. Unit Responsibilities. The commander or chief of each Air Force organization on Spangdahlem Air Base who has military personnel assigned must set up a recall system. This can be done by delegating authority for prescribing detailed plans to elements of the organization, such as flights or sections. Squadrons will appoint unit strength monitors. Small units may be asked to become part of a larger unit's recall plan. Regardless of the means used to set up the system, each organization must have detailed plans showing how their recall works. These plans must show the most rapid, practical notification chain possible and must show a way to keep information on personnel up-to-date. The procedure must cover contingencies and recall operations unique to that unit. They must make sure that the following goals are met:

4.1. Each person in the organization is accounted for in a unit or section recall pyramid, chain, or plan.

4.2. Recall rosters should be updated monthly, as a minimum (see format in **Attachment 4**.) Groups and wing staff agencies must forward their respective squadrons' recall rosters to 52 FW/CP no later than the 5th of each month.

4.3. Everyone in the unit is required:

4.3.1. To know the common requirements for response shown in paragraph **5.**

4.3.2. To know who is to alert them and whom they must alert.

4.3.3. To ensure personal information on recall rosters is protected under the Privacy Act of 1974. Personnel are not authorized to release home phone numbers or addresses to third parties without the individual's consent.

4.3.4. To know the notification procedures in case of COMM-OUT recall.

4.3.5. What to do if someone they are to alert is not at home, medically excused, on leave, or otherwise unavailable.

4.3.6. Where their alert duty station is, how and to whom they must report upon their arrival.

4.4. Strive to have key positions staffed within one hour after declaration of A-Hour (A-Hour + 1).

4.5. Strive to have sufficient personnel available within 2 hours after declaration of A-Hour to execute mission taskings (A-Hour + 2).

4.6. Unit availability should be at 100% (notified and/or accounted for) no later than three hours after the recall is initiated (A-Hour + 3). If it is not, continue to report figures to the PRC until 100% accountability has been achieved.

4.7. Brief those individuals already on duty (i.e. swing shift) of their alert responsibilities.

5. Individual Responsibilities:

5.1. Provide locator data (usually home phone number, address, and directions) to the person or office responsible for their unit recall roster. **Keeping this data current is an individual (NOT A UNIT) responsibility** (see **Attachment 4**, Standard Format for Recall Rosters).

5.2. Know how to find the person(s) you are to notify.

5.3. Make sure the person who notifies you knows how to find you.

5.4. When notified of a recall, all personnel (or those identified by unit) must immediately report to their assigned alert duty section with field gear to include: canteen, web belt, helmet, gas mask, and (real world or training) ground crew chemical defense ensemble. Personnel will hand-carry their personal mobility bag as directed by the commander. Although time is of the essence, you must observe all traffic laws and safety procedures when driving to your duty locations. As a reminder, when notified of a recall:

5.4.1. Do not delay for personal amenities, such as taking showers, shaving, meals, etc.

5.4.2. Do not make any stops on the way to your recall location except to notify the next person in your recall pyramid (if COMM-OUT), or necessary stops for child care arrangements.

5.4.3. Wear the battle dress uniform (BDU) or flight suit. (*NOTE:* If you are on duty at the time of the alert and you are in a uniform other than the BDU or flight suit, you will not be allowed to go home and change).

5.5. Advise your family members to be ready for possible initiation of the Noncombatant Evacuation Operations (NEO). Remember the Force Protection conditions and take appropriate procedures.

6. Recall Strength Accounting and Reporting. Strength accounting and reporting gives the Battle Staff vital information about the 52 FW readiness posture. These numbers dictate how the wing will react to any given tasking.

6.1. Strength Accounting: Primary strength accounting and reporting responsibilities rest with the unit. The PRC is responsible for collecting the personnel strength figures of all units and providing the data to the Battle Staff. Group Control Centers will report personnel authorized, assigned, available, and excused to the PRC via STU-III, telephone, or by runner (if telephone communications are out).

6.1.1. Determine the total number of personnel authorized to your unit. This is imperative to ensure 100% accountability of all military personnel and mission essential civilian personnel (these figures can be obtained from PC-III, or locally developed databases).

6.1.2. Determine the total number of personnel assigned to your unit. (These figures can be obtained from PC-III, or locally developed databases).

6.1.3. Determine the number of personnel excused. This category includes personnel on leave, TDY, medically excused, separated, or PCS who have not dropped from unit rolls. During real world alerts, units may recall personnel on leave, contingency appreciation days (CAD) or on authorized pass.

6.1.4. Groups report to PRC at A-Hour and at each subsequent hour after A-Hour the number of individuals who have physically reported for duty, were on duty when the recall was initiated, or have been accounted for per unit directives.

6.2. Strength Reporting: Groups will give the number of personnel authorized, assigned, available, and excused in accordance with the following:

6.2.1. Strength numbers reported to the PRC via telephone will be relayed using alpha coding to uphold COMSEC requirements. The Unit Strength Report Worksheet outlines reporting procedures. UCCs can pick up the Unit Strength Report Worksheet at the Military Personnel Flight, PRF, or request it via SIPR from .

6.2.2. Give total authorized, assigned, excused, and available no later than A-Hour + 1 reporting period. Personnel authorized, assigned, and excused figures will not change during the alert.

6.2.3. Give A-Hour figures to the PRC no later than on the hour of the designated reporting time of A-Hour + 1, A-Hour + 2, and A-Hour + 3. If you have not reached 100% accountability by A-Hour + 3, continue to report each A-Hour until you do so.

6.2.4. Call in unit available strength reports to the PRC, or send a runner to the Military Personnel Flight, PRC.

7. Recall of Personnel on Leave or TDY. All units (unit strength monitor or unit commander's support staff) will prepare messages recalling all personnel on leave or TDY outside of Germany. Units will then take these messages (hard copy and disk) to the PRC, not later than A-Hour + 3:15. For exercise purposes, mark the hard copy messages "NOT FOR TRANSMISSION" (see **Attachment 2** for format). Those on leave or TDY within Germany will be notified to return home by message, when appropriate (i.e. at or near another US military installation), and/or informed via the American Forces Network (AFN).

STEPHEN P. MUELLER, Brigadier General (S), USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Air Force Instruction 33-332, *Privacy Act Program*

Air Force Policy Directive 10-2, *Readiness*

Spangdahlem AB Instruction 10-403, *52 FW Installation Deployment Plan*

Abbreviations and Acronyms

A-Hour—Alert Hour

AFN—Armed Forces Network

BDU—Battle Dress Uniform

CAD—Contingency Appreciation Day

COMM-OUT—Communications Outage

FW—Fighter Wing

GCE—Ground Chemical Defense Ensemble

GCC—Group Unit Control Center

LMR—Land Mobile Radio

NEO—Noncombatant Evacuation Operations

PCS—Permanent Change of Station

PRC—Personnel Readiness Center

PRF—Personnel Readiness Function

SABI—Spangdahlem Air Base Instruction

TDY—Temporary Duty

UCC—Unit Control Center

WOC—Wing Operations Center

Attachment 2

SAMPLE RECALL MESSAGE

UNCLASSIFED

01 01 121142Z DEC 02   RR   UUUU

DPMDX

EXERCISE   EXERCISE   EXERCISE

NOT FOR TRANSMISSION

YOUR UNIT SPANGDAHLEM AB GE//CC//

27SPS CANNON AFB NM//CC//

3AF NCOLS MILDENHAL RAF UK//CC//

48FW LAKENHEATH RAF UK//CC//

SSGT JOHN R. DOE

101 SOUTH MAIN STREET

ALBANY NY 10001

UNCLAS

SUBJ: RECALL TO HOME STATION

FOR 27SPS: SSGT PETER WOLF

FOR 3AF NCOLS: SSGT MARY JONES, SSGT GEORGE BENSON AND SSGT JOHN BROWN

FOR 48FW: SSGT MARY JAMES

QUOTE: "RETURN TO HOME STATION IMMEDIATELY. SIGNED FOR (YOUR COM-
MANDER'S RANK AND NAME), COMMANDER" UNQUOTE

EXERCISE   EXERCISE   EXERCISE

B.L. SMITH, SSGT

CCQ, 6578

G.P. LIST, LT COL, CC, 6578

CRC: 27713

UNCLASSIFED   121142ZDEC99

Attachment 3

COMMUNICATIONS-OUTAGE PROCEDURES

A3.1. COMM-OUT recall procedures will be implemented if the commercial and DSN telephone systems are inoperable and a recall is necessary or if the nature of the threat and need for security dictates a communications outage.

A3.1.1. The command post will inform the security forces control center of the situation by any means available and obtain runner support (one patrol car on Spangdahlem AB and one patrol car on Bitburg Annex). This support will consist of notifying no less than six key personnel on base. The on-duty security forces supervisor may support the command post request further if mission dictates. Command post will direct the runner to contact the wing commander, briefing him/her on the situation and if required, request his/her presence in the command post. The runner will return to the command post and relay any instructions received from the wing commander.

A3.1.2. If the 52FW/CC directs a recall, the security forces runner will notify senior battle staff members living in base quarters. Command post will provide the runner with a list of personnel, including addresses.

A3.1.3. When contacted, individuals will initiate their portion of the unit's COMM-OUT recall procedures, and then report to duty.

A3.1.4. Each organization will develop their own internal COMM-OUT recall procedures, ensuring pyramid recall procedures are established for all situations.

A3.2. DEGRADED COMMUNICATIONS

A3.2.1. In the event the command post experiences a failure of normal telephones communications, the duty controllers will assess the situation and make initial notifications using COMM-OUT procedures. Once initial notification has been made by the command post, groups/organizations/individuals will implement their COMM-OUT recall procedures. Any and all available communications systems will be used to relay recall notifications. When the battle staff is informed that communications are restored, organizational battle staff members will ensure units are notified of phone availability for recall completion if applicable. When the recall has been completed for each organization, the Personnel Readiness Center (PRC) will be notified of this status. It is the responsibility of the unit Pyramid Alert OPR to monitor the Status of the recall and to relay problem areas to the unit commander.

A3.3. COMM-OUT Personnel Strength Accountability Reporting

A3.3.1. Units will provide initial personnel strength reporting, containing the same information as required for an ALPHA or a BRAVO recall, via runner to PRC.

A3.3.2. Initial personnel strength reporting will be reported to PRC via runner by A-HOUR + 01:30 and NLT A-HOUR + 2. A subsequent personnel strength report will be reported to PRC by A-HOUR + 2:30 and NLT A-HOUR + 3. Units who do not have 100 percent accountability of all personnel at the A-HOUR + 3 will be required to continue to give personnel strength reports to PRC on an hourly basis until 100% accountability is achieved.

A3.4. Responsibilities

A3.4.1. 52 FW/CC will direct personnel recall as required.

A3.4.2. Group Commanders will appoint a **group recall monitor** who will be responsible for consolidating group strength and data reporting, and that their respective unit control centers (UCCs) are staffed and trained to implement COMM-OUT recall procedures accurately and in a timely manner.

A3.4.2.1. Ensure subordinate units develop and update recall rosters each month.

A3.4.2.2. Develop and maintain current COMM-OUT recall procedures and maps for their units.

A3.4.2.3. Send a copy of group staff recall roster and COMM-OUT maps to the 52FW/CP.

A3.4.3. 52 MSG/CC will develop procedures to recall personnel stationed at geographically separated units. The 52 MSG/CC will determine the requirements for these units to participate in a recall as circumstances dictate.

A3.4.4. All subordinate commanders, staff agencies, and associated unit commanders will:

A3.4.4.1. Establish internal recall procedures and develop COMM-OUT recall rosters. Recall rosters are to be reviewed monthly for accuracy and sent to the 52 FW/CP when changes are made.

A3.4.4.2. Ensure unit control centers implement recall procedures accurately and in a timely manner.

A3.4.4.3. Develop unit COMM-OUT procedures to sustain 24-hour operations. Staffing requirements and recall rosters will include essential civilian personnel. Designate an on base POC for both Spangdahlem AB and Bitburg Annex. The commander will implement procedures to notify the designated POC that a COMM-OUT recall has been initiated; this individual is then responsible for initiating the unit recall accordingly. All units will provide their respective group representative and command post a current letter designating their COMM-OUT POC for Spangdahlem AB and Bitburg Annex.

A3.4.5. Command Post will maintain a key battle staff list with alternates. This list will include current addresses, maps and telephone numbers and will be verified on a monthly base.

A3.4.5.1. Notify Security Forces to conduct a COMM-OUT recall.

A3.4.6. Chief of Security Forces will dispatch available public address (PA) equipped vehicles on Spangdahlem AB and Bitburg Annex announcing recall instructions (If there are no security restrictions).

A3.4.6.1. Assist in the notification of key personnel in the event of a COMM-OUT (See paragraph 1.1.).

Attachment 4

STANDARD FORMAT FOR RECALL ROSTERS

A4.1.

Squadron-Flight Name (Office Symbol)

FOR OFFICIAL USE ONLY
Privacy Act of 1974 Applies

Key Unit Phone #s
UCC:
Commander:
First Sergeant:

Recall Details
A - Hour:
Recall Type:A / B / Info Only
Euro Lightning:Y / N

(Column heads are responsible for entire column's accountability)

RANK LAST NAME
Town/Street Address
Phone
Cell
Optional: Spouse Name

As Of: DD MMM YY
Page ____ of ____

FOR OFFICIAL USE ONLY
Privacy Act of 1974 Applies

POC: Rank, Name
Phone: XXX-XXXX

A4.2.

RECALL TYPES (Ref: SABI 10-201, 01 Feb 04)

•ALPHA: All assigned personnel must physically report for duty as soon as possible. Personnel will immediately report to their designated location with field gear to include canteen, web belt, helmet, gas mask, and ground crew ensemble (GCE). Personnel will hand carry personal mobility bags as directed by the commander. The PRU and all UCCs will stand up immediately upon notification. Units must report 100% notification and accountability NLT A-Hour +3. **Note: Do not take time to shower, shave, or eat. All personnel must be en route within 15 minutes after recall notification.**

•BRAVO: Selected personnel in "key positions" (as designated by the squadron commander) must report for duty as soon as possible. Personnel not in "key positions" must be notified and accounted for but will remain in quarters until required to report to duty (either at their regular duty time, or a specific time indicated during the recall). In all cases, personnel will report to their assigned alert duty station carrying field gear to include: canteen, web belt, helmet, gas mask, and ground crew ensemble (GCE). Personnel will hand carry mobility bags as directed by the commander.

(c)**Information Only:** This type of recall is generally used to pass information. A telephone recall is conducted telephonically but personnel DO NOT report to their duty location. The last person contacted in each recall chain contacts the unit's designated person (CC, UCC, etc.) to confirm completion of their recall chain.

PERSONAL MOBILITY BAG—Recommended List (Ref: IDP, 20 Jun 01)

3 – BDU sets (aircrews substitute flight suits for BDUs)
4 – Undergarments, shirt and pants/bras and panties
4 – Boot socks (black socks only, white socks maybe worn if covered by black socks)
1 – Subdued belt/buckle (blue web belt w/ black tip and black buckle)
1 – Cover (the appropriate cover for each BDU uniform is required; unit baseball caps maybe worn at the option of the home or deployed commanders)
1 – Boots (jungle, safety, jumps, or flight boots, as appropriate)
1 – Field/gortex jacket (Woodland, desert, or flight jacket, as appropriate)
1 – Personal hygiene kit (30-60 day supply of all hygiene products)
2 – Towels (body towels, subdued colors preferred)
1 – Flying gear, aircrew only(includes gloves, helmet, and bag, wristwatch, anti G-suit, survival vest, earplugs, parachute harness, and flyers' kit bag)
1 – Baggage (soft luggage such as a duffel bag, B4 bag, or commercial luggage with rounded corners. Footlockers/trunks are prohibited)

(RESERVED FOR INDIVIDUAL UNIT USE)

EMERGENCY NUMBERS

Ambulance from Spang AB 116
Ambulance from Spang Housing.61-116
Ambulance from Bitburg Mil.19222
FIRE 117 (Comm: 06565-4117)
POLICE 114 (Comm: 06565-61-114)
Wing Command Post 452-6141
Airmen Against Drunk Driving 06565-61-2233

ROAD CONDITIONS (Ref SABI 31-201, Apr 03)

•**Green**: Normal operations for all vehicles
•**Amber**: Road conditions are hazardous. Exercise caution due to slush, snow, ice patches or decreased visibility
•**Red**: Road conditions are extremely hazardous. Drive only if you must and exercise extreme caution. GOVs should not be operated unless an actual emergency or mission requirement exists.
•**Black**: Driving cannot be conducted safely. Vehicles should only be operated in extreme emergencies (life-threatening only)